

The Jewish Community Center of Greater Columbus, OH 43209

NEW ALBANY MAINTENANCE TECH & DRIVER POSITION DESCRIPTION

Position Title: NAP Maintenance Tech & Driver
Personnel Code: Support Staff

Dept No: 683000
Status: Non-Exempt

Department: NAP Build. Ops.
Supervisor: NECC GOM

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Support building functions by maintaining a clean, safe and welcoming environment; safely transport students between preschool and other locations.

Department Creed for Success:

- Show Up When Scheduled
- Show Up On Time
- Work Hard
- Smile

Qualifications:

- A. Knowledge and Education:** High School Diploma required; prefer certification in electrical/plumbing/HVAC; CCD; CDL-P
- B. Experience-Minimum Required or Preferred:** 3 years janitorial/maintenance experience in a hospitality oriented facility; 1 year CDL-P experience in hospitality industry
- C. Special skills:** Must be able to lift 50 pound loads, good customer service skills, detail oriented and possess current CDL-P. This position involves frequent walking, standing and climbing.

Duties and Responsibilities:

MAINTENANCE TECH

- Maintain all electrical / plumbing / mechanical equipment;
- Responsible for all maintenance & janitorial tasks as assigned through work orders and email requests by both JCC and CJDS personnel;
- Schedule and perform routine janitorial needs;
- Coordinate maintenance needs through GOM and JCC College Ave;
- Attend weekly supervision meeting with GOM;
- Maintain code compliance (ACA, ECE accreditation)
 - Keep all permits (boilers, back flows) current and up to date
 - Oversee fire / sprinkler quarterly, semi-annual and annual tests
- Oversee and execute all room set ups and breakdowns for any JCC preschool program, CJDS program, and any rentals that happen in the building or on the grounds;
- Oversee and execute the daily opening / set ups / teardowns and closing of the building;
- Oversee the appearance of the grounds and building including:
 - Snow and ice removal
 - Parking lot
 - Landscape
 - Playgrounds
- Maintain maintenance supply inventory, including all cleaning supplies;
- Coordinate, plan, execute summer preparation of building;
- Maintain all security needs and equipment;
- Duties to be determined at JCC North and JCC's Hoover Family Park;
- Maintain kitchen equipment and cleanliness;
- Receive Sysco deliveries and ensure perishables are appropriately stored;
- On call 24/7 in regards to security, staff, building needs, and
- All other duties as assigned.

BUS DRIVER

- During the school year, safely transport students to and from the JCC on a daily, and as needed, basis
- During the summer, safely transport campers to and from the JCC on a daily, and as needed, basis
- Maintain driver and service records for assigned vehicle
- Maintain current vehicle registration
- Clean interior of vehicle daily, or more often as needed
- Responsible for maintaining own CDL-P license
- Sub for bus drivers at other JCC sites as assigned.